COMMITTEE ROLE DESCRIPTION - VICE-CHAIR

ENGLAND HOCKEY

VICE-CHAIR

Role purpose

The Vice-Chair supports the Chair and provides leadership when the Chair is unavailable or unable to act.

Accountable to

The Committee and the Chair.

Key responsibilities

The Vice-Chair will:

- Support the Chair in carrying out their responsibilities.
- Chair meetings when the Chair is absent or conflicted.
- Undertake specific responsibilities delegated by the Committee.
- Support Committee member induction and development.
- Assist with monitoring agreed actions and priorities.
- Provide an additional point of support for Committee members.
- Help maintain effective working relationships across the Club.
- Support succession planning for senior Committee roles.
- Lead particular projects, reviews or working groups where requested.
- Support compliance with England Hockey requirements.

Skills and attributes

The Vice-Chair should demonstrate:

- Leadership and sound judgement.
- Effective communication skills.
- The ability to chair meetings.
- Impartiality and discretion.
- A willingness to support and challenge constructively.
- An understanding of the Club's governance arrangements.

Estimated time commitment

Approximately [insert number] hours per month.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended